

**Atchafalaya Trace Commission/
Atchafalaya National Heritage Area**

Minutes: December 4, 2019 Special Meeting

A special meeting of the Atchafalaya Trace Commission (Commission), managing entity of the Atchafalaya National Heritage Area (ANHA), was held Wednesday, December 4, 2019 at 10 a.m. at the West Baton Rouge Museum in Port Allen.

Commissioners present:

Wilbert Carmouche, Chair, Avoyelles
Mart Black, Vice-Chair, Terrebonne
Angélique Bergeron, Secretary, West Baton Rouge
Charles Caillouet, Ascension
Wes Davis, Lafayette
Clifford LeGrange, Iberville
Carol Patin, St. Martin

Commissioners absent:

Chris Burton, Iberia
Phillip Daigle, Sr., Assumption
Linda Gardner, Concordia
Michael Proctor, Treasurer, East Baton Rouge
J. A. Rummier, Pointe Coupée
Carrie Stansbury, St. Mary
OPEN, St. Landry

Others present:

Carrie Broussard, Louisiana Office of Cultural Development
Jeff Harlan, Louisiana Office of Tourism

I. Call to Order and Pledge of Allegiance

Chairman Carmouche called the meeting to order at 10:00AM and asked for everyone to join in the Pledge of Allegiance. Carmouche asked Black to call roll. With seven of the thirteen Commissioners present, Carmouche declared a quorum.

II. Agenda Approval

Chairman Carmouche called for a motion to approve the agenda for this special meeting. **Davis made a motion to approve the agenda. It was seconded by Bergeron. The motion carried unanimously.**

III. Executive Director Job Description

Carmouche asked Broussard to present the Executive Director job description. After a discussion and suggested changes, **Caillouet made a motion to grant the Executive Committee authority to approve the revised job posting after OCD makes the necessary changes. Black seconded the motion and it carried unanimously.** Caillout suggested a Memorandum of Understanding to clarify the Executive Director's role with the Commission and the Office of Cultural Development.

IV. Executive Director Selection Process

Carmouche asked Broussard to discuss the Executive Director selection process. Broussard reported that CRT will post the job and HR will accept and sort applications. After the job listing is closed, HR will provide the Atchafalaya Trace Commission Executive Committee the applications of the qualified candidates. The Executive Committee will then narrow the applicant pool for the full Commission to interview the top candidates. Bergeron volunteered to create a rubric to facilitate evaluation and discussion. Following the interviews, the Commission will provide their top three candidates and suggest the starting salary to the Lt. Governor. CRT will make the official job offer. **Caillouet made a motion to approve the selection process. Black seconded the motion and it carried unanimously.**

Black requested OCD to research the salary of other Heritage Area directors for comparison. He also requested that OCD share the Atchafalaya National Heritage Area's January 2020 National Parks Service report with the Commission.

The job should be posted by mid-December 2019 and close January 21, 2020. The ATC Executive Committee will receive the eligible applicants by the end of January 2020 and will narrow the selection for the full Commission in February.

V. Other Business

None

VI. Commissioner Announcements

Carmouche called for Commissioner Announcements. Broussard announced that they are still waiting on the St. Landry appointment.

VII. Adjourn

With no further business, **Black moved to adjourn the meeting at 11:41. Caillout seconded. The motion carried unanimously.**